

Government of the District of Columbia Executive Office of the Mayor
Office of Victim Services and Justice Grants
441 4th Street NW Suite 727N
Washington D.C. 20001



**FY 2018 TRUANCY REDUCTION PROGRAM
HIGH SCHOOL (HS) PILOT
REQUEST FOR APPLICATIONS (RFA) #2018-01**

RELEASE DATE: June 19, 2017

IMPORTANT NOTICE

Due Date: Applications are due on July 14, 2017, 3:00 p.m. Eastern time in OVSJG's electronic Grants Management System (eGMS) Zoomgrants™

*Hard copies of the application will not be accepted.

To access RFA and Zoomgrants™, click on

<https://ovsjg.dc.gov/page/current-funding>

You must have a registered user id, and password to apply in Zoomgrants™.

*For Zoomgrants™ technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10 a.m. – 7 p.m.

Eligibility: Qualified non-governmental organizations only.

Pre-bidders Conference will be held by webinar on June 29, 2017. Webinar details to be posted on our website at www.ovsjg.dc.gov on June 22, 2017. Questions must be emailed to OVSJG, at ovsjg@dc.gov with subject reference "Truancy HS RFA 2018-01 by July 5, 2017.

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I. GENERAL INFORMATION

Introduction

The Office of Victim Services and Justice Grants (OVSJG) mission is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and returning citizens. Additionally, OVSJG manages efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile diversion, mentoring, and gang intervention efforts. OVSJG is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also provides policy making expertise, advice, and counsel to the Executive Office of the Mayor on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence. OVSJG's priority for juvenile justice programs for FY2012 - 2018 include truancy and delinquency prevention programs funded with Federal and local funds. For more information about OVSJG's grant funded opportunities, refer to the website.¹

In FY18, OVSJG's Request for Applications (RFA) #2018-01 is for pilot programs centered on addressing truancy in high schools. Eligible applicants must propose a youth engagement model for high school. Only qualified non-governmental organizations with prior experience working with DC's child welfare, youth services, family services, mental health, substance abuse, and/or educational agency professionals are eligible and invited to submit an application. This RFA is released exclusively to execute with local funds to high school students. For this proposal, applicants may serve students in more than one Ward for the high school model. OVSJG anticipates making one to five awards for a total of \$500,000.

¹ <http://www.ovsjg.dc.gov>

OVSJG will provide an evaluation mechanism to support a process and outcome analysis to inform policy and program development of effective truancy reduction initiatives adaptable for the District of Columbia's school system.

For more information on evidence based practices, programs, proven concepts, and resources to help build your application please refer to the Appendix section of this RFA.

II. TRUANCY REDUCTION GRANT PROGRAM

Purpose

The District of Columbia values the highest quality education for all students attending District of Columbia Public Schools. The District of Columbia's Office of Victim Services and Justice Grants (OVSJG) has local funds available to develop a pilot program that implements strategies designed to address truancy among students attending DC public and public charter schools. Data-driven and evidence-based practices should be implemented to enhance attendance in ninth through twelfth grade and help youth and families (as applicable), gain access to community-based services to reduce truancy and chronic absenteeism.

OVSJG intends to award grants to community-based organizations in the District to provide wraparound services that assist students in addressing the practical, behavioral, familial, financial, and health barriers that prevent them from attending school. The rationale for the focus on truancy reduction is rooted in the ultimate goal to reduce school dropout and other negative student outcomes such as juvenile delinquency and economic disadvantage.

OVSJG seeks applicants who have a proven understanding of key indicators to truancy in school and can demonstrate effective programming.

Program Objective

The program objective is to reduce unexcused absences by mitigating barriers to school attendance of students and their families (as applicable) prior to escalation to Child and Family

Services Agency (CFSA) and court referral. Community-based organizations should partner with schools to provide wraparound services that assist students in addressing the practical, behavioral, familial, financial, and health challenges that prevent them from attending school.

Goals

The goals of **high school truancy reduction program** are to:

- A. Create a culture of educational attainment and youth engagement in the District of Columbia Public and Public Charter Schools so as to prevent unexcused absences and promote regular attendance;
- B. Respond efficiently, and in a student-centered, research-informed manner to students;
- C. Evaluate the efforts of the community-based service providers in accessing the students identified as truant;
- D. Make policy recommendations to the District of Columbia Mayor and Council regarding policies and legislation aimed at preventing future truancy.

The primary purpose of the High School Truancy Reduction Program is to reengage students who are falling into a pattern of low attendance that may have negative long term consequences for their academic careers. The goal of the high school youth engagement model is to provide students and schools with access to additional resources that will positively impact student attitudes towards school and the school environment. The high school program will directly engage target students in activities that will positively impact student engagement and attendance in school, reduce truancy, and provide family support case management services when necessary.

Award Limits

OVSJG anticipates making one to five awards for a total of \$500,000. Award amounts are dependent upon the quality of proposals and program design.

Eligibility Requirements

Only qualified non-governmental organizations registered in the District are eligible and are invited to submit applications specific to the allowable funding described in this RFA.

Program Components

Priority consideration will be given to proposals that address prevention and early intervention of truancy. Treatment for trauma, mental health, and substance abuse should be integrated into intervention and response programs. Program components may include:

1. Case management
2. Systems navigation assistance and fast tracked referrals
3. Skill-streaming/positive socialization
4. Cognitive-behavioral interventions
5. Student and family support utilizing family support workers, home outreach workers, and home visits.

Acceptable strategies aimed at addressing truancy problems shall incorporate best practices based on research and proven concepts, and address risk and protective factors among students and their families. Applicants should propose structured activities to engage students, and possibly their families, in interventions associated with issues including substance abuse, mental health and life skills problems. Applicants must be able to demonstrate experience with implementing strategies in partnership with public schools, human services agencies, and/or local child serving agencies. Successful grantees shall have the capacity to engage at least 30-60 9-12th grade students per high school and their families for periods of 12 weeks to intervene with factors contributing to poor school attendance.

Program Requirements

- Applicants must execute programming to reduce truancy of high school students, grades 9-12 that attend DC Public and Public Charter Schools. Intervention is targeted to avoid student/family referral to the Child and Family Services Agency (CFSA) or Court Social Services Division (CSSD).

- Applicants must collect and track all data and program efforts into OVSJG's Efforts to Outcomes database.
- Applicants must be familiar with absence and truancy protocols as defined by Office of the State Superintendent of Education (OSSE) and legislature, such as the Attendance Accountability Amendment Act of 2013 and the Attendance Clarification Act of 2015.
- Applications must identify high school(s) within which they are seeking to implement the program, why the schools have been selected, and describe their capacity to serve the school(s). Truancy rates will be verified.
- Applicants must demonstrate how funding will be used to improve and/or expand existing services in partnership with local school administrators and Student Support Teams (SST).
- Applicants must emphasize a youth engagement, public health, and trauma-informed approach, with assigned teams to the initiative that can start the truancy response at the school in conjunction with the school attendance designee, provide case management, youth activity navigation and coordination, and have capacity to conduct home visits where needed.
- Applicants may have capacity to respond to crisis with sufficient clinical social workers and case managers.
- Applicants must include a detailed description of how OVSJG funds will be used to strengthen organizational capacity to provide and measure the impact of these services.
- Applicants must participate in all OVSJG required training, technical assistance, and meetings.
- Applicants must participate in a process and outcome evaluation that will be funded separately by OVSJG.

Required Collaboration

- Letters of commitment from partnering local school(s) are required from applicants. Letters must identify the roles and responsibilities of all parties, the commitment period, point of contact for each partner, need of the school, and any other necessary information. Community-based providers (applicant) must be able to demonstrate a seamless referral process for targeted students and families with guidance from the lead contact at the school. Letters must be addressed to OVSJG Director Michelle Garcia.
- A Memoranda of Understanding or Memoranda of Agreement with DCPS must be in place within the first 30 days of the grant period. Any partnerships described in letters of commitment should be formalized by this time.

Required Performance Measures

For this project to be successfully evaluated, all parties must be engaged in the process and commit to carrying out the evaluation plan as agreed. Each applicant must agree to enter all required data into the Efforts to Outcomes™ (ETO) Enterprise system in accordance with the data collection standards as specified by OVSJG. It may also be necessary for grantees to collect additional data to meet the requirements of this project.

Common data elements will be required from all grantees, and must be provided through the ETO system. ETO is used to collect data at the participant level and to align staff service efforts to participant outcomes. OVSJG will provide training and technical assistance to applicants throughout the grant period. In addition, data must be provided at the individual or participant level in order to assess whether or not the program is meeting process standards and implementing the program as intended.

ETO data points for the High School Truancy Reduction Program may include:

- Date referred to grantee
- Date of first contact date and time of all contact efforts
- If agreed to participate, date of parental consent
- Date discharged from program

- Reason for discharge
- Dates of home visits, outcome and next steps
- Referrals to services - and whether client was linked to that service
- Demographics of participant and family
- Incarceration and/or justice involvement of family and/or student
- If siblings are receiving services from your agency or other agencies
- Whether parents are engaged in services from your agency or other agencies (mental health, substance abuse, criminal involvement)
- Dates of each contact with youth and families (i.e., treatment dosage)
- Number and/or dates truant since referral to your organization

The following program administrative data may be required to report to OVSJG on a quarterly basis through Zoomgrants or may be aggregated from individual case data in the ETO Enterprise system:

- Number of program slots available
- Number of staff funded by local funds
- Number and percent of program staff trained
- Number of ETO authorized users
- Number of hours of program staff training provided
- Number of MOUs developed
- Number of planning activities conducted
- Average length of stay in program (students and families)
- Number of referrals made to Child and Family Services Agency (CFSA)
- Increase in school attendance based on previous year
- Number and percent of program youth completing program requirements
- Number and percent of program staff with increased knowledge of program area (culture change).
- Percent change in school related discipline incidents or suspension
- Number of program materials developed

Note that this is a preliminary list of data elements - the list will be finalized prior to the start of the FY18 funding cycle.

TARGET POPULATION:

Please note, proposals are not limited to working with the schools listed below. You may propose other schools and justify the need for programming.

Preliminary list of High Schools (HS)

DCPS	PCS
Luke C. Moore HS	KIPP DC - College Preparatory Academy PCS
Columbia Heights EC	Washington Mathematics Science Technology PCHS
Roosevelt HS	E.L. Haynes PCS - High School
Ron Brown HS	Cesar Chavez PCS for Public Policy - Parkside High School
Woodson HS	

Preliminary List of Middle Schools (MS) Partners

These are schools that received truancy reduction services during 2016-17 and may serve as a guide in identifying high schools that are a part of a feeder pattern.

Ward One	
Cardozo EC	Howard University PCS
Columbia Heights EC	

Ward Four	
Brightwood Education Campus	Paul PCS
LaSalle-Backus EC	Raymond EC
Truesdall EC	Takoma EC
Whittier EC	

Ward Five	
Brookland MS	Hope Community PCS Tolson EC
Browne EC	

Ward Six	
Eliot-Hine MS	Stuart-Hobson MS
Jefferson MS	Two Rivers PCS
KIPP DC WILL Academy	Walker-Jones EC

Ward Seven	
DC Scholars PCS	Kingsman PCS MS
Kelly Miller MS	KIPP DC Arts & Technology PCS

Ward Eight	
Democracy Prep PCS EC	Kramer MS
Hart MS	

III. PROPOSAL INSTRUCTIONS

Description of Proposal Sections

Applicants are required to follow the format in ZoomgrantsTM. **Any missing items or deviations will render the application ineligible.** The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their proposed projects. It is important that proposals reflect continuity among the program design and that the budget demonstrates the level of effort required for the proposed activities.

Applicant Profile/Summary

All applicants must include all information requested in the Applicant Profile. Certified assurances must be signed by the authorized official who is a person who has legal authority to sign on behalf of the applicant. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the applicant profile.

Project Abstract

A project abstract must be included as the first page of the project narrative. It must not exceed 500 words and should briefly describe the following: the project's purpose; the population and number of students to be served; list of targeted schools; summary of activities that will be implemented to achieve the project's goals and objectives; and description of how progress towards these goals will be measured.

Project Narrative

The project narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project.

The narrative must contain the following elements:

- A description of the specific proposed activities required by the RFA and how these activities will meet the needs of the targeted population.
- Project/program model and approach, and how this approach is supported by empirical

research/best practices; **provide in detail how the evidence-based practice will be used in executing programming.**

- A clear explanation and Logic Model² describing how the proposed activities will facilitate the identified outputs/outcomes. All charts should be included with the Project Work plan; Please use the template provided in this RFA.
- Timeline of key startup and implementation activities with associated project deliverables; program implementation must begin within the first quarter of school.
- Target population/stakeholders to be served – Provide a list of schools that the program will serve and an explanation to justify the needs for implementing the program at specific school(s).
- Geographic area to be served;
- How the program/project is consistent with and will further the applicant organization's mission, and will build/strengthen its own and/or the District's capacity and expertise.

Performance Measures (Outputs/Outcomes)

All applicants are required to submit performance measures in accordance with the information provided in this RFA and by OVSJG. Performance measures are values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes.

² A graphic representation that clearly lays out the logical relationships between the problem to be addressed, program activities, outputs, and outcomes

This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data in ETO during the grant period; and how, if at all, the applicants will use OVSJG funds to improve this capacity. The list of outputs and outcomes must be included in the Project Work plan and **not** as part of this section.

Statement of Qualifications

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments and do not count toward the page total. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with OVSJG grants (if applicable).

Evaluation Plan

Applicants must submit an evaluation plan that describes how the applicant intends to keep records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. The evaluation plan must also indicate how it relates to the output and outcomes. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and the modifications that have been made to the current outputs and outcomes and evaluation plan to meet the goals/objectives of the program.

Sustainability Plan

Applicants must submit a sustainability plan that discusses the prospects for continued funding for the project if grant funds are terminated and explain any efforts that will be made to continue the ideas, methods, techniques and operational aspects of the project if the grant funds are concluded. This section of the application should indicate planned future sources of funding or proposed strategic planning efforts. If the applicant is requesting partial funding under this RFA to support an existing project, the applicant must state, with specificity, the

amount of funding that will be used from other sources, and must identify those sources.

Project Work Plan

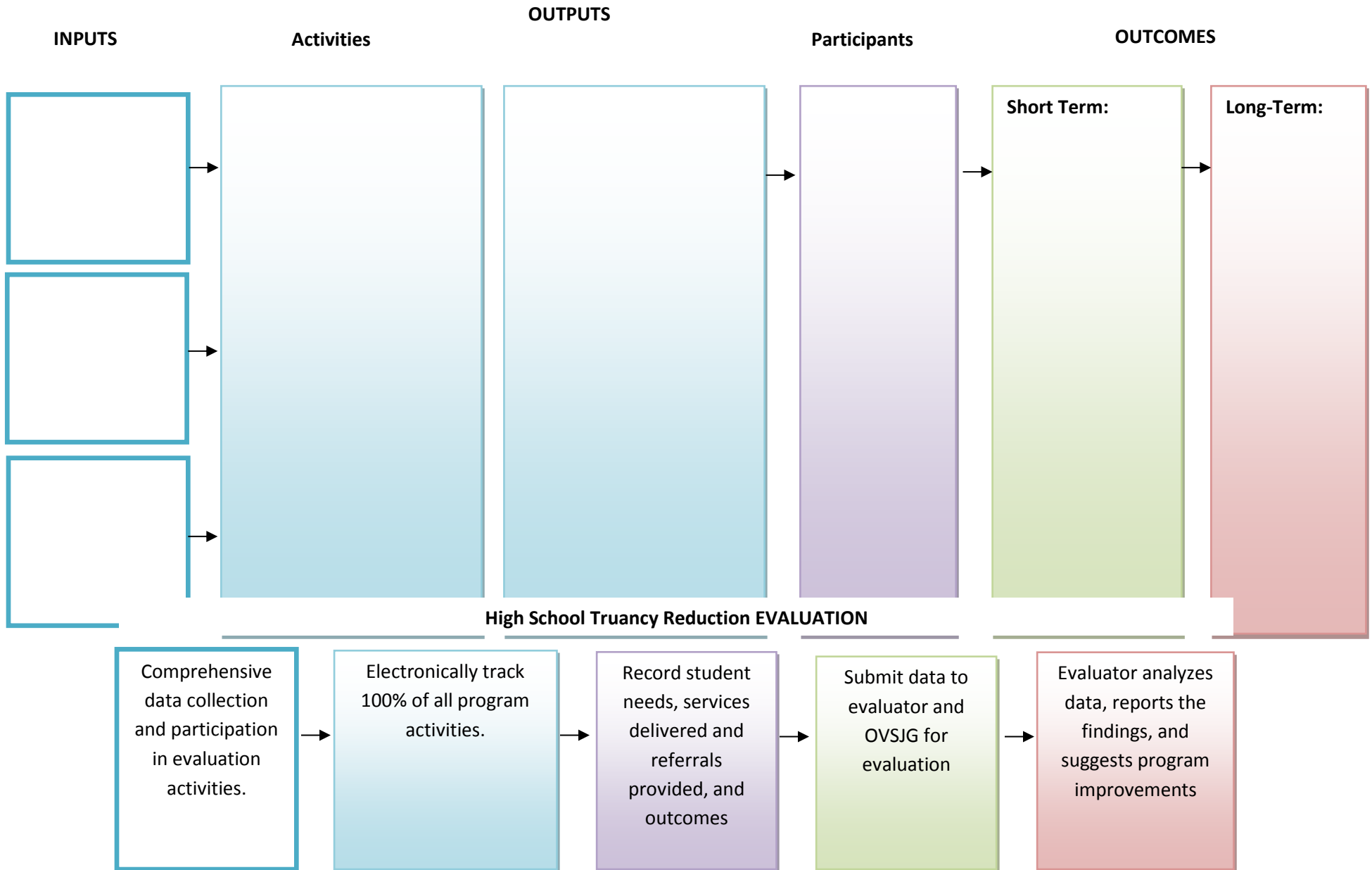
This section should list the required outputs and outcome measures as well as any additional outputs and outcomes to be included as part of the project. Please include the logic model explaining the logical relationships between the problem to be addressed, program activities, outputs, and outcomes. The associated charts should also be included in this section.

Process and program standards were developed to maintain uniformity, please consider all standards prior to developing your program and logic model.

Corrective Action Plan

For applicants who received OVSJG funding in FY17 and are designated as High-Risk, describe progress related to the corrective action plan.

LOGIC MODEL: High School Truancy Reduction Template



Application Checklist

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

General Requirements:

- ☐ 1 original application submitted in [Zoomgrants](#)™ signed by the Authorized Official
- ☐ Signed Applicant Profile
- ☐ Project Description:
 - Abstract
 - Narrative
 - Performance Measures
 - Statement of Qualifications
 - Evaluation Plan
 - Sustainability Plan
 - Corrective Action Plan (if applicable)
- ☐ Project Budget/ Budget Narrative and applicable Match Budget
- ☐ Project Work plan
- ☐ Logic Model
- ☐ Letters of Commitment / MOUs with schools and youth service providers

Administrative Requirements:

- ☐ Audited Financial Statement with Management Letter
- ☐ IRS 501 (c) (3) Determination Letter and/or Business License
- ☐ *DUNS, EIN #
- ☐ Disclosure of Legal Proceedings
- ☐ DC Cleans Hands Certification
- ☐ Statement of Certification
- ☐ Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- ☐ Standard Assurances
- ☐ Roster of Board of Directors (if applicable)
- ☐ Key Resumes and Job Descriptions

* All applicants must provide proof that the organization has a valid federal DUNS number and be currently registered with www.sam.gov . A screen shot from www.dnb.com (Dun & Bradstreet) and www.sam.gov (System for Award Management) is sufficient.

Successful applicants must be registered to conduct business in DC and validated in Ariba <https://service.ariba.com/Supplier.aw>

**** See changes in OMB's new Uniform Guidance provided under "Restrictions on the Use of Funds" section (IV. Administrative Requirements).**

Applicant Profile

ORGANIZATION:	
ADDRESS:	
PROJECT TITLE:	
DURATION: October 1, 2017 – September 30, 2018	RFA #: 2018-01
APPLICANT BUDGET	
PERSONNEL	
FRINGE BENEFITS	
TRAVEL	
CONTRACTS/CONSULTANTS	
SUPPLIES	
EQUIPMENT	
OPERATING COSTS	
INDIRECT COSTS	
PROGRAMMATIC CONTACT	FINANCIAL CONTACT
NAME	NAME:
TITLE:	TITLE:
PHONE:	PHONE:
EMAIL:	EMAIL:
APPLICANT AUTHORIZED OFFICIAL CONTACT	
NAME:	PHONE:
TITLE:	EMAIL:
APPLICANT CERTIFICATION	
<p>Application is made for a sub grant under the above mentioned grant program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for criminal justice purposes.</p> <p>I certify that this application, if awarded, will conform to the conditions set forth by the Office of Victim Services and Justice Grants.</p>	
AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION SIGNATURE	DATE
PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION SIGNATURE	DATE
OVSJG use only: Date Received	

OVSJG BUDGET AND NARRATIVE WORKSHEET

BUDGET	OVSJG GRANT FUNDS	Other Funding Sources
Personnel		
Fringe Benefits		
Travel		
Contracts/ Consultants		
Supplies		
Equipment		
Flex Funds		
Operating Costs		
Indirect Costs		
TOTAL		

BUDGET COMPUTATION and NARRATIVE

INSTRUCTIONS: For each category of expenditures, please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget will be subject to an audit. Project allocations are required for both OVSJG funding. Applicants must provide the percentage or number of hours proposed to fulfill the applicant's proposed goals and objectives.

At the end of the document or as a separate attachment, please provide a brief outline of your administrative and fiscal oversight plan to ensure that the program/project remains on track and funds are requested and expended in a timely and appropriate fashion.

The following examples are intended to assist you in preparing your application budget.

A. PERSONNEL: List each position by title and name of employee. Show the annual salary rate, percentage of time to be devoted to the project, and related cost to the grant. An explanation of the requested position(s) and their relationship to the proposed project activity must be included in the budget narrative. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Verification of salary may be requested. Include any projected salary increases for the award period.

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith	\$60,000 x 50%	\$30,000
Staff Assistant, TBD	\$45,000 x 25%	\$11,250
Outreach Worker, Aaron Jones	\$20/hour x 10-15 hours/week	\$13,000

The Project Manager, Maria Smith, will oversee the daily operations of the project and supervise project staff. Ms. Smith is also responsible for drafting and submitting programmatic and financial reports.

The Staff Assistant, to be hired, will provide administrative support to the project, including responding to client contacts via phone and email, compiling data for programmatic and financial reports, and responding to other requests for information.

The Outreach Worker, Aaron Jones, is a part-time employee who be compensated at \$20 hour for 10-15 hours per week. The number of hours will vary each week depending on need. An average of 12.5 hours per week was used to calculate the cost. Mr. Jones will engage in community outreach activities to increase program participation.

TOTAL PERSONNEL: \$54,250

A. PERSONNEL:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

B. FRINGE BENEFITS: Fringe benefits should be based on actual known costs. Fringe benefits are for the personnel listed in the personnel budget category (A) and only for the percentage of time devoted to the project. List name and actual cost of fringe expense for each employee.

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith		
Employer's FICA	\$30,000 x 7.65%	\$2,295
Health Insurance	\$30,000 x 8.5%	\$2,550

Worker's Compensation	\$30,000 x 1%	\$ 300
Unemployment Compensation	\$30,000 x 0.5%	\$ 15
Retirement Plan	\$30,000 x 4.75%	\$1,425
Staff Assistant, TBD		
Employer's FICA	\$11,250 x 7.65%	\$ 861
Health Insurance	\$11,250 x 8.5%	\$ 956
Worker's Compensation	\$11,250 x 1%	\$ 113
Unemployment Compensation	\$11,250 x 0.5%	\$ 56
Retirement Plan	\$11,250 x 4.75%	\$ 534
Outreach Worker, Aaron Jones		
Employer's FICA	\$13,000 x 7.65%	\$ 995
Worker's Compensation	\$13,000 x 1%	\$ 130
Unemployment Compensation	\$13,000 x 0.5%	\$ 65
Fringe benefits include FICA, health insurance, worker's compensation, unemployment compensation, and retirement and are based on actual anticipated expenses for each employee.		
TOTAL FRINGE BENEFITS: \$10,295		

B. FRINGE BENEFITS:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

C. TRAVEL/TRAINING:

Provide the purpose of the travel under the grant. **Requests for travel will only be considered if the proposed use directly supports the goals and objectives of the proposal** and budget narrative must describe how the planned travel is necessary for the success of the project.

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Transporting clients to/from court	50 trips x 6.4 miles x \$0.535	\$ 171
Attendance at OVSJG meetings	6 meetings x \$4.30 Metro RT	\$ 26
Staff training	Airfare: \$500 x 2 staff	\$1,000
National Truancy Conference	Lodging: \$150 x 3 nights x 2 staff	\$ 900
Dallas, TX	Per diem: \$56 x 4 days x 2 staff	\$ 448
	Ground: \$50 x 2 staff	\$ 100

TOTAL TRAVEL: \$2,645

Purpose of Travel	Location	Item	Computation	Project Allocation	Cost
Total					

C. TRAVEL:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

D. CONSULTANTS/CONTRACTS:

Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of program services, maintenance/service agreements, accounting, etc. that can be directly attributed to grant-funded activities. Provide a description of the project or services to be procured by consultant/contractor and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A copy of executed contract/written agreement between the sub-grantee and service provider prior to any reimbursement payment.

EXAMPLE:

<u>Consultant Name</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Dr. Leslie Smith	Trauma training	\$500/day x 2 days	\$1,000
		Mileage: 88 miles x \$0.535/mile	\$ 47

Dr. Smith will prepare and provide a one-day training on the neurobiology of trauma and providing trauma-informed services for staff and project partners. Dr. Smith will travel from Baltimore to provide the training.

<u>Contract Item</u>	<u>Computation</u>	<u>Cost</u>
Printer/Copier Lease	\$400/month x 12 months	\$4,800

Printer/copier use is tracked by project codes; budgeted amount is based on historical usage.

TOTAL CONSULTANTS/CONTRACTS: \$5,847

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). **Consultant rate cannot exceed \$650 per day.**

Name of Consultant	Service Provided	Computation	Project Allocation	Cost
Total				

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Rent expenses should be based on project allocation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Service Provider/Vendor	Computation	Project Allocation	Cost
Total			

D. CONSULTANTS/CONTRACTS:

Contracts: Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

E. SUPPLIES:

List the supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors. These costs cover such items as office supplies, paper, toner, and other items that must be used directly for project activities; all proposed costs must be based on project allocation. List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.. Food is limited to meetings, events, or programs hosted by the applicant organization. Activities must be clearly outlined in the applicant budget. The proposed activity must have an agenda with an attendee listing and this information will be requested with any reimbursement payment.

Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office supplies	\$5,000/year x 15%	\$ 750
Palm cards	\$0.05/card x 5000 copies	\$ 250
Laptop/Notebook	1 unit at \$500	\$ 500

Office supplies are based on the program's percentage of the annual organization supply budget. Palm cards with agency contact information will be distributed during outreach activities. The laptop/notebook will be purchased for the Outreach Worker to use during outreach events.

TOTAL SUPPLIES: \$1,500

Item	Computation	Project Allocation	Cost
Total			

E. SUPPLIES:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

F. EQUIPMENT:

These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased.(Note: Organization's own capitalization policy may be used for items costing less than \$5,000; if the item cost is above \$5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy.). Provide a description in the budget narrative explaining how the equipment is necessary for the success of the project and include all known vendors.

Please list the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augments current equipment used by the applicant.

Item	Computation	Project Allocation	Cost
Total			

F. EQUIPMENT:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item

G. FLEX FUNDS

These costs are to be used for student support services

Item	Computation	Project Allocation	Cost
Total			

G. FLEX FUNDS:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item

H. OPERATING COSTS:

List items by type that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. Include all known vendors. These funds are limited to 10% of total project cost.

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Insurance (Traveler's)	\$10,000 annually x 15%	\$1,500
Audit services (Cooper & Fine)	\$ 8,000 x 15%	\$1,200
Internet (Verizon)	\$600/month x 15%	\$ 90

Insurance includes general liability, D&O, and professional insurance. Audit services are based on past expense. Wired/wireless services provided for staff in office and hotspot access. Amounts are prorated based on project budget in relation or overall organization budget.

TOTAL OPERATING: \$2, 790

H. OPERATING COSTS:

Budget Narrative

Provide detailed description of all costs, explaining and justifying each budget item.

I. INDIRECT COSTS:

If the applicant possesses a negotiated indirect cost rate (NICRA), they can submit it in this section and request reimbursement for operating expenses at said rate. **Any costs included in the calculation of the NICRA cannot also be requested as direct costs.** NICRA documentation must be submitted with the application. Alternatively, applicants can request reimbursement of operating expenses of 10% as a de minimis indirect cost rate, per 2 C.F.R. Part 200.331(4), as amended.

Item	Computation	Project Allocation	Cost
Total			

TOTAL DIRECT COSTS: \$

TOTAL INDIRECT COSTS: \$

TOTAL PROJECT COSTS: \$

PROJECT WORKPLAN

Organization:				
Project Director:				
Project Title:				
Project Output(s)				
Objective:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Project Outcomes:				
Project Output(s)				
Objective:	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Project Outcomes:				

Please use additional pages as necessary

IV. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS

Submission Requirement

Each applicant may only submit one proposal in response to this RFA. Proposals must justify services provided to the identified low-performing DC Public Schools and DC Public Charter Schools. Applicants must establish partnerships with local schools prior to submission with documented letters of commitment. OVSJG will not accept more than one proposal per applicant. All applicants are required to submit the application online, signed by the Authorized Official to **OVSJG's electronic grants management system (eGMS), Zoomgrants™**, found on <http://ovsjg.dc.gov>. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the application. Applications are due by **Friday, July 14, 2017, 3:00 p.m.**

Availability of Funds

The funding period is October 1, 2017 through September 30, 2018. All grant expenditures and project activities must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Current grantees may reapply to OVSJG for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated performance.

The Office of Victim Services and Justice Grants also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas are contingent upon continued Federal or District funding, grantee performance, and/or reduction, elimination, or reallocation of federal funds by the US Congress and/or the US Department of Justice, and in accordance with applicable sections within the grant award and/or agreement. OVSJG reserves the right to accept or deny any or all applications if OVSJG determines it is in the best interest to do so. For more information, refer to OVSJG Grant Policy at www.ovsjg.dc.gov

OVSJG will notify applicants if the application is not selected for funding. OVSJG does not share peer review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Office of Victim Services and Justice Grants
ATTN: Grant Application Selection Inquiry –Truancy HS RFA 2018-01
441 4th Street NW, Suite 727N Washington, DC 20001
Email: ovsjg@dc.gov

Please include the application ID # and title on all correspondence.

Application Deadline

All required sections of the funding application must be received by **Friday, July 14, 2017, 3:00 p.m. through OVSJG's electronic grants management system (eGMS), Zoomgrants, found on <http://ovsjg.dc.gov>**. Hard copies will not be accepted.

Inquiries

All inquiries to this RFA should be submitted by July 5, 2017 via email to ovsjg@dc.gov with “**High School Truancy Reduction RFA 2018-01**” in the subject line.

Financial Statements

All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

Business License/Pre-qualification Criteria

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c) (3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant's business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status. Applicants must have valid Employment Identification Number (EIN), DUNS number and SAM registration. OVSJG pre-approval is required for this section in **ZoomgrantsTM**.

Disclosure of Legal Proceedings

All applicants are required to disclose in a signed written statement provided on organizational letterhead, the truth of which is sworn or attested to by the applicants' authorized official, whether the applicant, or where applicable, that its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

- 1) been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- 2) been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Award Decisions and Notification

OVSJG follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. All applications will be considered under the federal guidelines that determine allowable expenses for each specific federal grant.

OVSJG will notify all applicants of the final award decision no later than *September 8, 2017* pending notification to OVSJG of the federal/local award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

Payments Provisions

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA. Grant funds will be awarded on a **cost- reimbursement basis only**. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

Restrictions on the Use of Funds

NOTE: The Office of Justice Programs Financial Guide serves as a reference manual for all OVSJG sub-grantees. In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the new cost principles and Uniform Guidance delineated in the Office of Management and Budget referred as 2 CFR, Part 215,220,225,230 and U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>), the District of Columbia *City-Wide Grants Manual and Sourcebook*, and the *OVSJG Policy Manual*.

Funding to Faith-Based Organizations

Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other grantees should they receive an award. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVSJG funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

Civil Rights Requirements

Successful applicants must be able to demonstrate compliance with Federal and District Civil Rights Requirements. If applicant is selected for a grant award, relevant staff will be required post and display the *District of Columbia Equal Employment Opportunity* poster in a conspicuous area

accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the District of Columbia Language Access Act. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. Language access includes access to certified interpreters and translated materials. All applications should demonstrate a plan to ensure compliance with the District's Language Access Act.

Non-discrimination in hiring and/or delivery of services and discrimination reporting

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

Tax Requirement

If applicant is selected for a grant award, grantee must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. Grantees may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

Insurance Requirement

If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on insurance documentation and requirements at the time of award.

Additional Requirements

OVSJG reserves the right to require additional certifications and/or information in accordance with applicable Federal or District requirements including the *City-Wide Grants Manual and Sourcebook* at: <https://opgs.dc.gov/book/citywide-grants-manual-and-sourcebook> and the *OVSJG Policy Manual* at:

https://ovsjg.dc.gov/sites/default/files/dc/sites/ovsjg/page_content/attachments/OVSJG%20Grant%20Policies%20%20&%20Procedures%20Manual.pdf. OVSJG will provide written notice of any additional requirements at the time of the award.

Contingency Clauses

1. OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
2. This RFA does not commit OVSJG to award grants or sub grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
3. OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
4. OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
5. OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. OVSJG may require applicants to enter negotiations and submit a price, technical, or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Reporting

Reimbursement Requests and Expenditure Reports

If applicant is selected for a grant award, grantee will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e., financial bank statements, etc.) and signature pages to OVSJG via the established online financial reporting system.

Programmatic Reporting

If applicant is selected for a grant award, grantee will be required to submit quarterly electronic programmatic reports to OVSJG. Grantees will be required to report on the performance measures (outputs/outcomes) through quarterly programmatic reports and data reporting submitted to OVSJG in ZoomgrantsTM and ETO. In order to maintain quality in data collection standards, reports will be issued prior to the approval of reimbursements to evaluate the accuracy and completeness of data entered into ETO.

OVSJG may require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by OVSJG. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from OVSJG.

Monitoring

If applicant is selected for a grant award, grantee may receive, a site visit from OVSJG staff to review their grant file, administrative procedures, and program operations. The Grant Program Manager will monitor program services and conduct grant administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee's service facilities. Monitoring efforts are designed to determine the grantee's level of compliance with Federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with Federal and/or District requirements. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

Corrective Action and Termination of Funding

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion progressive, actions will be taken, at the discretion of the Office of Victim Services and Justice Grants, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

High Risk Designation

Pursuant to OVSJG policy, grantees will be designated "high risk" if OVSJG determines that the organization is otherwise responsible but:

- Submitted at least three (3) late or deficient programmatic, fiscal, or data reports over the past fiscal year without advance OVSJG approval; or
- Consistently failed to meet programmatic goal; or
- Been found to have failed to fully account for all the funds disbursed to them.
- Consistently failed to respond to OVSJG requests; or
- Been found, upon review of an application for funding, to not have adequate internal controls; or
- Financial instability; or

- Been classified as “high risk” by the federal government or another District government agency.

If OVSJG determines that an award will be made to a high-risk organization, then funding restrictions may be included. If OVSJG decides to impose any funding restrictions, then OVSJG will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of OVSJG funds shall use or reveal any research or statistical information furnished under OVSJG by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the OVSJG program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.

**CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Victim Services and Justice Grants determines to sub award the covered transaction or grant.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities (attached), in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, Contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

3. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.
2. Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an on-going drug free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the Office of Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC. 20001. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee must insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street address and zip code

Check ____ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing within 10 calendar days of the conviction, to: Office of Victim Services and Justice Grants, 441 4th Street, N.W., Suite 727N, Washington, DC. 20001.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Grantee Name

Address

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing “Equal Treatment for Faith-based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary’s religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.
6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. §

5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations). It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004, and Title VI of the Civil Rights Act of 1964.

7. If a governmental entity –
 - a. will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official

Date

STATEMENT OF CERTIFICATION

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
5. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. That, if required by the Office of Victim Services and Justice Grants, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
7. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
9. That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. That the applicant has satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.

11. That the applicant has a satisfactory record of integrity and business ethics;
12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant organization, I hereby certify that the applicant will comply with the above certifications.

Grantee Name

Address

Application Number and/or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature

Date

V. APPENDIX

Evidence-based Programs and Proven Concepts

Applicants should clearly identify how evidence-based practices or proven concepts are incorporated in the program design in order to ensure success. All program elements should be backed by research.

OVSJG will give priority consideration to proposals that use evidence-based practices to respond:

- to factors contributing to truancy in high school specific to the community/neighborhood (risk & protective factors);
- to factors contributing to truancy at an adolescent age (high school) specific to the community/neighborhood (risk & protective factors);
- with strategies that promote social, emotional, behavioral well-being, and trauma-informed care of targeted children and their families engaged in the grant program;
- with creative opportunities to engage families in identifying barriers and providing sufficient resources; and
- to continuous program improvement through ongoing evaluation and assessments.

Evidence-Based Programs & Literature Search - Chronic Truancy

Chronic youth absences from school are generally recognized to negatively affect school performance, be indicative of school detachment, and to enhance the likelihood a student will drop out completely. The issue of truancy reduction and prevention has thus received a lot of attention as an effort to address one of the issues perceived to be at the root of both poor school performance and juvenile delinquency. Available literature provides insight into both the risk factors involved for truant behavior and the negative effects of prolonged absence and dropping out of school. With the opportunity to prevent these long term negative effects and deter delinquency, the literature supports early interventions—preventing elementary truancy from developing into long term detachment from school (Dembo & Gullledge, 2009; Chang & Jordan, 2011; Lehr et al, 2004). While there appears to be a lack of rigorously evaluated truancy interventions due to limitations (e.g., the lack of a universal definition of truancy and the

consequent difficulties in collecting data) (Dembo & Gulledge, 2009), some interventions have produced significant reductions in truant behavior thus providing a set of best practices to draw upon.

Best Practices

Truancy interventions should involve multi-modal services at an individualized level. Demonstrated successes in the literature appear when multiple agencies and providers work together to target the varying factors involved in truant behavior. Youth behavior is influenced by many factors; thus truant behavior could be a result of a student's academic difficulties, a family's financial difficulties, or substance use or abuse by parent or student. Understanding the various potential causes of truant behavior is imperative to determining which services provide the best opportunity for improving student outcomes; multiple services may be needed (academic tutoring, housing assistance, substance counseling). From this it should also be clear that each student's needs will be different, so interventions must be individualized to each student specifically. An individualized course of action, consistent and persistent involvement with each student and family improve the likelihood of positively impacting behavior. This important aspect of interventions is also one which poses challenges. It may be difficult to maintain such interaction with students and/or parents throughout the course of an intervention due to inconsistent contact information and interest, but parental involvement is crucial. Truant behavior may also be reflective of a lack of attachment to school—on the part of parent and student—so an important aspect of any intervention should focus on changing family attitudes towards school and attendance in order to build a strong attachment and better prepare students for overall success. The earlier this attachment is made stronger, the better, as it allows children to fully enjoy the benefits of their education.

Truancy: Contributing Factors and Negative Outcomes

Students with truant tendencies often face numerous contributing factors ranging across personal, family, and school issues. Literature shows common causes of withdrawal from school to include among others: low self-esteem, substance use or abuse, poor academic performance, poverty, unstable home, poor access to health care and transportation, and poor teacher relationships

(National Center for School Engagement, 2007; Dembo & Gulledge, 2009 Baker et al, 2001). Many of these issues prevent children from being able to attend school regularly—through no fault of their own—causing long term negative effects. Given the wide range of contributing factors, truancy interventions should be collaborative efforts that attempt to address as many of the root causes as possible; truancy is not strictly a school or law enforcement problem.

Truancy itself is also considered a contributing factor to further negative outcomes such as delinquency, substance use and abuse, and poor financial outcomes as it is linked to higher likelihood of high school dropout (NCSE, 2007; Baker et al, 2001). A National Center for School Engagement (NCSE, 2007) report describes the relationship between truancy and such negative behaviors as delinquency, substance use and abuse, and high school dropout as “circular” because truancy is both a “cause and consequence” of these behaviors.

Truancy: High School

Truancy is directly correlated with other school experiences (e.g., poor academic grades, grade retention, and discipline problems) that are all major risk factors for school dropout. Concentrating on truancy as a means to bolster educational achievement can reduce school dropout and the subsequent consequences involved. Compared to high school graduates, those who drop out of school are 72% more likely to be unemployed, earn approximately \$10,000 less per year, are more likely to receive public assistance, and are more likely to become teenage parents (Sweeten, Bushway, & Paternoster, 2009). These consequences of school dropout increase the risks that those individuals that are disengaged from school will engage in delinquency and criminal behavior (Huizinga & Jakob-Chien, 1998). Effective truancy reduction efforts divert high-risk students away from this disadvantaged life trajectory by intervening early enough to stop many of these negative consequences from coming to fruition.

Below are some resources to build your application:

- Crime Solutions - www.CrimeSolutions.Gov
- OJJDP’s Model Programs Guide - <http://www.ojjdp.gov/mpg/>
- Blueprints for Health Youth Development -<http://www.blueprintsprograms.com/>

- SAMHSA's national Registry of Evidence-based Programs and Practices - <http://www.nrepp.samhsa.gov/>
- Better Schools for All Students: DCPS' Consolidation and Reorganization Plan - <https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Consolidation%20Plan.pdf>
- Parent and Student Guide to Attendance - <https://dcps.dc.gov/sites/default/files/dc/sites/dcps/publication/attachments/Parent%20and%20Student%20Guide.pdf>
- The Importance of Regular Attendance - <https://dcps.dc.gov/page/attendance>
- Measuring Success: A Guide to Becoming an Evidence-Based Practice - <http://archive.vera.org/sites/default/files/resources/downloads/measuring-success.pdf>
- Truancy Reduction: Keeping Students in School - <https://www.ncjrs.gov/pdffiles1/ojjdp/188947.pdf>
- Crossover Youth: Practice Model - <http://cjjr.georgetown.edu/wp-content/uploads/2015/07/CYPM-Abbreviated-Guide-2015.pdf>
- [Evaluation of the Pilot Program of the Truancy Case Management Partnership Initiative in the District of Columbia, 2011-12](http://www.urban.org/research/publication/evaluation-pilot-program-truancy-case-management-partnership-initiative-district-columbia-2011-12) - <http://www.urban.org/research/publication/evaluation-pilot-program-truancy-case-management-partnership-initiative-district-columbia-2011-12>